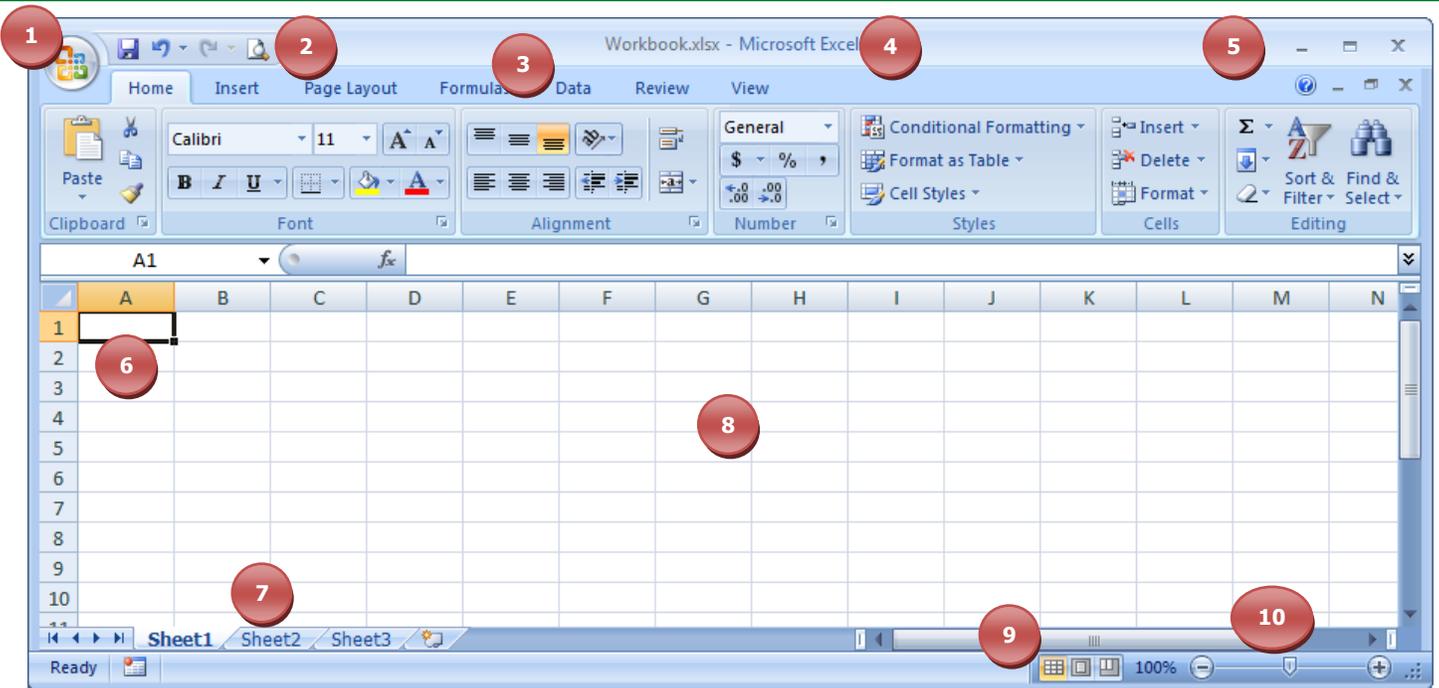


## The Primary Interface



1. **The Office Button:** This circular launching pad in the upper left hand corner of your application allows you to open new or existing documents, save or print these documents, prepare a document for distribution, or configure special application options.
2. **The Quick Access Toolbar:** Location for your favorite command buttons in one easy-to-access location. These can be commands that do not currently reside on a ribbon, or even those commands that you use often, although they have a ribbon placement.
3. **The Ribbon:** Each ribbon has a set of commands organized by groups or groupings. The ribbon has a ribbon tab at the top to allow for easy, click-navigation from one ribbon of commands to another.
4. **The Title Bar:** Shows you the name of the current document and the name of the application you are using (ie Microsoft Excel)
5. **Window Controls:** Here you can use the buttons to minimize, maximize or close your application.
6. **Active Cell:** Cells are organized into Columns (across the top with letters to keep track of the column) and Rows (down the side with numbers to keep track of the row). The location of the active cell is where your cursor is located and in this case it is in A1.
7. **Worksheet Tabs:** The starting point for any Excel document is the workbook which initially contains three worksheets.
8. **Worksheet:** Excel Worksheets are spreadsheets that are made up of cells organized into columns and rows. Worksheets allow you to organize, manipulate and analyze your data. Excel 2007 allows you to have over 1 million rows and 16,000 columns (over 16 billion cells for your data) so you don't have to worry about not having enough room in your spreadsheet.
9. **View Buttons:** Alter the view (choices include Normal, Page Layout or Page Break Preview).
10. **The Zoom Slider:** Let's you quickly change the zoom percentage either through the +/- buttons or by the slider.

## Shortcut Keys Improve Your Speed

Ctrl+O	Displays the Open dialog to open or find a file.	F1	Displays the Excel Help task pane.
Ctrl+N	Creates a new, blank workbook.	F4	Repeats the last command or action.
Ctrl+S	Saves active file with its current file, location and format.	F5	Displays the Go To dialog box.
Ctrl+P	Displays the print dialog.	F7	Displays the Spelling dialog box to check spelling.
Ctrl+W	Closes the selected workbook window.	F11	Creates a chart of the data in the current range.
Ctrl+Y	Repeats the last command or action.	F12	Displays the Save As dialog box.
Ctrl+Z	Uses the Undo command to reverse the last command.	Arrow Keys	Navigate one cell at a time up, down, left or right.
Ctrl+H	Displays the Find and Replace dialog box.	Tab	Moves one cell to the right in a worksheet.

## Worksheet Navigation Tricks

You can navigate quite easily using the mouse, the Name Box and/or the Go To button. You can also use the Find & Select options located on the Home tab. But here are a few tricks to help you get around a little faster:

- Place your cursor anywhere in the worksheet. Then press Ctrl+Home and you will be brought right back to A1, the beginning of your worksheet.
- To go to the beginning of the row you are currently in, select the Home key.
- To repeat the previous action, press the F4 key. So, if you copy data and then paste it into a cell and then want to repeat the pasting of that data, just select another cell and press F4. It will continue repeating the last action until you change that last action to something else.
- To move to the bottom right-hand corner of a worksheet, press Ctrl+End.
- If you have multiple worksheets in your workbook that you want to navigate through quickly you can press Ctrl+Page Up or Page Down, depending on if you want to scroll left or right through the sheets.

## Formatting

You can format your data through a variety of different tools. You might use the font or paragraph tools off the Home ribbon to manually format data. Or you might use a style from the Styles gallery, located on the Home ribbon under the Styles grouping. There are Cell Styles (1) to choose from or Table Styles (2). Or, you might look on the Page Layout tab for the Themes (3) grouping to select one of the many themes that can be used between Word, Excel and PowerPoint documents.

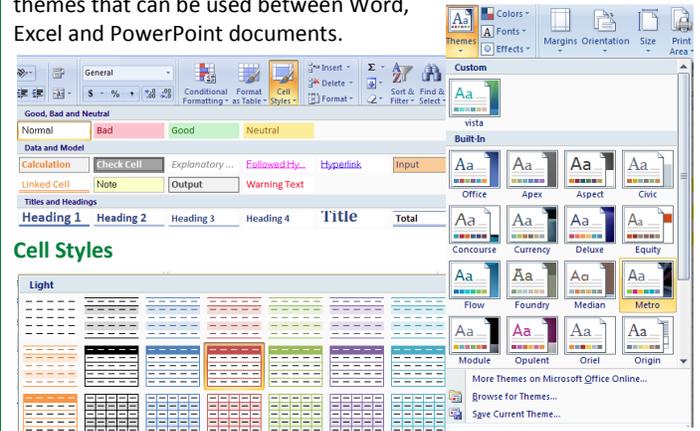


Table Styles

Themes

## Formulas and Functions

A **Formula** is an equation that begins with an equal (=) sign and can perform calculations within your worksheet based upon data you directly input into the formula, or based upon data that you reference from other portions of your worksheet.

Formulas are made up of some or all of the following:

- **Functions:** Which is a predetermined formula that takes the values you provide and performs the operation you choose (depending on the function) and returns a final value.
- **References:** Rather than typing in numbers that already exist in another part of your worksheet you can use a reference to the cell number.
- **Constants:** Values that you specifically type into the formula.
- **Operators:** Mathematical Operators help you to add, subtract and so forth.

A **Function** is a type of predesigned formula that perform a specific operation on a range of data. All functions consist of two things, the function name (for example, SUM) and the arguments, which can be made up of specific numbers, cell addresses or ranges of cell addresses. You can find the full range of functions on the Formula ribbon under the Function Library grouping. Here are some common functions:

**SUM:** Adds all the numbers in a range of cells.

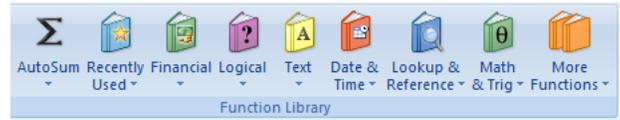
**AVERAGE:** Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

**COUNT NUMBERS:** Counts the number of cells in a range that contain numbers. Note: The COUNT function can be used for contiguous and non-contiguous ranges.

**MAX:** Returns the largest number in a set of values. Ignores logical values and text.

**MIN:** Returns the smallest number in a set of values. Ignores logical values and text.

The Function Library Grouping



## Chart Types

Charts make your data more understandable and enhance the visual aspect of your presentations.



Chart types include the following:

- Column
- Line
- Pie
- Bar
- Area
- X Y (Scatter)
- Stock
- Surface
- Doughnut
- Bubble
- Radar

